# Plan Submission Checklist

## Directions for Completing The Checklist

- ❑ This checklist indicates what content should be included on each plan sheet at each submission.
- ❑ The gray boxes indicate that information is not required at this plan submission.
- ❑ The white boxes indicate that information is required and must be included in the plan submission.
- ❑ For each submission, initial in the white boxes under the current submission, to indicate the required information is included in the plan submission.
- ❑ Items may need to be added for some projects and may not be required for others. If the Project Manager determines an item is not required, write an "N/A" in the white box next to the item.
- ❑ DelDOT's Project Manager shall review this checklist with the Designer/Consultant at each submission to verify that all necessary information has been included in the plans and shall sign below for each submission to attest to the completeness of the plan submission.

**Survey Plans:**

Designer: _____ Project Manager: _____

**Preliminary Plans:**

Designer: _____ Project Manager: _____

**Semi-Final Plans:**

Designer: _____ Project Manager: _____

**Final Plans:**

Designer: _____ Project Manager: _____

## Reports (Delivered To The Project Manager in PDF Format)

| | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| Type, Size and Location Report (Large Projects Only) | *Draft* | *Final* | | |
| Drainage Report | | *Draft* | *Final* | |
| Stormwater Management Report | | *Draft* | *Final* | |
| Geotechnical / Foundation Report | | *Draft* | *Final* | |
| Structural Calculations | | *Draft* | *Final* | |
| Miscellaneous Design Calculations | | *Draft* | *Final* | |
| Quantity Calculations | | *Draft* | *Semi-Final* | *Final* |
| Special Provisions | | *Draft* | *Semi-Final* | *Final* |
| Right-of-Way Checklist | | *Draft* | *Final* | |
| Plan Review Comments and Response Spreadsheet (Required as Part of Semi-Final and Final Plan Distribution Package) | | | | |

# Plan Submission Checklist

| Title Sheet | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **Design Designation** | | | | |
| Functional class – Functional Class Maps or INFORM | | | | |
| Type of Construction – Project Initiation Form | | | | |
| AADT - Planning Section | | | | |
| DHV - Planning Section | | | | |
| Design Speed – Road Design Manual | | | | |
| % Trucks - Planning Section | | | | |
| Directional Distribution – Planning Section | | | | |
| **Index of Sheets** | | | | |
| Follow "Plan Sheet Sequence" Document | | | | |
| Sheet Numbers | | | | |
| Total Sheets | | | | |
| **Approved Design Exceptions** | | | | |
| From Contract Files | | | | |
| **Center Title Block** | | | | |
| Plan Submission Stamp (Survey, Preliminary, etc.) | | | | |
| Project Title – Project Initiation Form | | | | |
| Contract number - Project Initiation Form | | | | |
| Federal Aid Project Number - Project Initiation Form | | | | |
| County - Project Initiation Form | | | | |
| Maintenance Road Number - Project Initiation Form | | | | |
| Mile Posts – from MEAPS, P3E or INFORM | | | | |
| Roadway Length | | | | |
| Structure Length | | | | |
| Total Length | | | | |
| **Project Location Map** | | | | |
| North Arrow | | | | |
| Major Routes and Roads Labeled | | | | |
| Contract Limits Highlighted and Station Limits Labeled | | | | |
| **Left Title Block** | | | | |
| Highlight Contract Location on Statewide Map | | | | |
| **Bottom Title Block** | | | | |
| Recommend/Approval Stamps & Signatures (DelDOT) | | | | |
| Recommend/Approval Stamps & Signatures (Consultant) | | | | |

# Plan Submission Checklist

| All Sheets (Except Title Sheet) | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **Title Block** | | | | |
| Contract Number | | | | |
| County | | | | |
| Sheet No. | | | | |
| Total Sheets | | | | |
| **Sheet Producers** | | | | |
| Designed By – Initials of Designer | | | | |
| Checked By – Initials of Reviewer | | | | |

| Plan Sheet Index | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Sheet Layout** | | | | |
| Mainline Alignment with Stationing (Stationing Runs South to North or West to East) | | | | |
| Mainline Road Name | | | | |
| Side Street Alignment with Stationing | | | | |
| Side Street Road Name | | | | |
| Subdivision Names (If Side Roads Are Not Prevalent) | | | | |
| Begin Contract Station (Mainline) | | | | |
| End Contract Station (Mainline) | | | | |
| Limit(s) of Construction Station (Side Street Alignment) | | | | |
| Sheet Borders with Sheet Type Identifiers | | | | |
| **Sheet Type Legend** | | | | |
| Use different symbols (circle, square, octagon, etc) for each sheet type (plan, profile, grades and geometrics, construction phasing, signing, striping and conduit plans, etc.) | | | | |

| Legend Sheet | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **Existing Detail, Proposed Construction and Utility Legends** | | | | |
| Existing detail and proposed construction legend symbols should not to be altered. | | | | |
| Additional proposed construction symbols may be given in the "Miscellaneous Symbols" section. | | | | |
| Utilities on the project and their corresponding standard symbols must be shown. | | | | |

# Plan Submission Checklist

| General and Project Notes | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **General Notes** | | | | |
| "Erosion Potential for this Project" Checked Off | | | | |
| Disturbed Area Noted | | | | |
| **Project Notes** | | | | |
| Organized by Standard Specification sections (100, 200, 300, etc.) (See list of Commonly Used Project Notes) | | | | |
| Do not repeat Standard Specifications or Special Provisions. | | | | |
| Earthwork Summary Table | | | | |

| Typical Sections | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **Typical Sections** | | | | |
| Typical Sections arranged by increasing stations from bottom of the page to the top of the page. | | | | |
| Normal sections and superelevated sections are shown. | | | | |
| Separate Typical Sections for transition areas are not necessary. | | | | |
| Existing pavement, physical features and original ground displayed with dashed lines. | | | | |
| Identify existing pavement materials and thicknesses. | | | | |
| Proposed pavement and appurtenances shown with solid lines and shading. | | | | |
| Proposed topsoil shown with solid lines and darker shading. | | | | |
| Pavement materials, curb and gutter, safety appurtenances, etc. referenced using identifiers. | | | | |
| Thickness of material, if applicable, placed next to identifier. | | | | |
| Label and/or Dimension the Following: | | | | |
| Construction Baseline and R/W Baseline | | | | |
| Existing and Proposed R/W & Easements | | | | |
| Lane, Shoulder, Median, Sidewalk & Path Widths | | | | |
| Pavement Cross-Slopes | | | | |
| Maximum Superelevation Rate & Direction | | | | |
| Sideslope Width and/or Slope | | | | |
| Clear Zone/Horizontal Clearance and LOC | | | | |
| PGA and/or POR | | | | |
| Ditch Widths, Depths, Slopes & PDGA | | | | |
| Guardrail/Barrier Offsets | | | | |
| Underdrain Locations | | | | |
| **Typical Section Legend (The Legend should be identical on each Typical Section Sheet)** | | | | |
| Provide Descriptions of Identifiers Used on Typical Sections. | | | | |
| Use specification item number and name to call out individual materials used. | | | | |

# Plan Submission Checklist

| Horizontal and Vertical Control | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Datum Reference Note** | | | | |
| Horizontal - Project based on the Delaware State Plane Coordinate system (NAD 83) | | | | |
| Vertical – Plan elevations are based on N.G.S. survey datum (NAVD 88) | | | | |
| **Construction Alignment Control Schedule** | | | | |
| List the following types of points in this schedule: | | | | |
| Point of Beginning (POB) | | | | |
| Point of Intersection (PI) | | | | |
| Point of Curvature (PC) | | | | |
| Point of Tangency (PT) | | | | |
| Point of Ending (POE) | | | | |
| Point on Tangent (POT) – On long tangent sections, POT points are labeled at intervals of 500 feet. | | | | |
| **Baseline and R/W Baseline Information** | | | | |
| Mainline Alignment, Stationing & Road Name | | | | |
| Begin Contract Station | | | | |
| End Contract Station | | | | |
| Limit(s) of Work Stationing | | | | |
| Label Baseline (Construction and/or R/W) | | | | |
| Tangent Bearing(s) | | | | |
| Point of Beginning | | | | |
| Point(s) of Curvature & Curve Identification Number(s) | | | | |
| Point(s) of Intersection and Curve Identification Number(s) | | | | |
| Point(s) of Tangency and Curve Identification Number(s) | | | | |
| Point of Ending | | | | |
| Side Street Alignment(s), Stationing and Street Name(s) | | | | |
| Tangent Bearing(s) | | | | |
| Station Equation(s) tying Side Street(s) to Mainline Stationing | | | | |
| **Curve Information - Tabular** | | | | |
| Curve Identification Number & Type (Circular, Spiral, Etc.) | | | | |
| Radius | | | | |
| Delta | | | | |
| Length of Curve | | | | |
| Degree of Curve | | | | |
| Tangent Length | | | | |
| Middle Ordinate | | | | |
| Chord Length & Bearing | | | | |

# Plan Submission Checklist

| Horizontal and Vertical Control [Continued] | | | | |
|---|---|---|---|---|
| **Horizontal and Vertical Control Data Schedule** | | | | |
| All Traverse Points should be listed in this schedule listing Traverse Point Number, Station, Offset, Northing, Easting and Elevation. | | | | |
| **Traverse Points** | | | | |
| Label all Traverse Points with Traverse Point Number and Type (DelDOT Cap, Rebar, Spike, PK Nail, GPS Marker, etc.) | | | | |
| **Traverse Point Diagrams** | | | | |
| Create traverse point diagram detailing how each traverse point has been physically tied down via dimensions to fixed points located in surveying data. (Usually three tie points are used for each traverse point). | | | | |
| Number of Traverse Point diagrams are determined by the designer, but should at a minimum include diagrams at the beginning of the alignment, end of alignment, at intersecting roadways and at an interval of no longer than 500 ft. | | | | |

| Construction Plans | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Construction Baseline (Mainline and Side Streets)** | | | | |
| Construction Baseline Layout & Stationing | | | | |
| Construction Baseline Road Name | | | | |
| Begin Contract Station | | | | |
| End Contract Station | | | | |
| Limit(s) of Work Stationing | | | | |
| Match Line Stationing | | | | |
| **Existing Right-of-Way** | | | | |
| Right-of-Way Baseline (Usually the same as the Construction Baseline) | | | | |
| Label Existing Right-of-Way lines | | | | |
| Dimension Existing R/W lines from Baseline (Construction or R/W) | | | | |
| Label and Dimension Easements (PE, Drainage, Sewer, Etc.) | | | | |
| **Property Information** | | | | |
| Label Property Lines (PL or "Z") | | | | |
| Parcel identifiers given to parcels with impacts (RW, PE, TCE) | | | | |
| Tax Parcel ID Number | | | | |
| Parcel Owner Information | | | | |
| Deed Information/Instrument Number | | | | |
| Blanket Easement Information (Record Number & Owner) | | | | |

# Plan Submission Checklist

| Construction Plans [Continued] | | | | |
|---|---|---|---|---|
| **Existing Topography** | | | | |
| Pattern linear features (Fences, Woods Lines, Ditches, Guardrail, Underground Utilities, Etc.) | | | | |
| Label surface materials (Hot-Mix, Concrete, Stone, Grass, Etc) | | | | |
| Label landscape materials (Tree Sizes, Woods, Planters, Wall Heights, Etc.) | | | | |
| Label all drainage features (Curb Types, Pipe Sizes, Material & Flow Direction, Etc.) | | | | |
| Label all structure features (1 Sty Frame House, Shed, Deck, Etc.) | | | | |
| Label all utility features (Utility Pole Owner Information/Number, Etc.) | | | | |
| Label all traffic features (Poles, Cabinets, Junction Wells, etc.) | | | | |
| Rotate existing features to appropriate orientation (Ex: Alignment or Sheet Orientation –vs- Direction Sign Faces) | | | | |
| **Proposed Construction Features** | | | | |
| Pattern all proposed linear features (Curbs, Guardrail, Etc.) | | | | |
| Place all proposed construction cells and identifiers (Drainage Inlets, Junction Boxes, Manholes, Right-of Way Monuments, Etc.) | | | | |
| Place all construction directive identifiers (Remove by Contractor, Adjust by Contractor, Do Not Disturb, Etc.) | | | | |
| Proposed pavement shaded | | | | |
| Pavement width dimensions given at transition points and near match lines on each sheet | | | | |
| Proposed saw cut locations shown and noted | | | | |
| Proposed drainage pipe shown with flow arrows | | | | |
| Proposed stormwater management facility locations shown | | | | |
| Clear zone (CZ) patterned, labeled and dimension shown | | | | |
| Limits of Construction (LOC) patterned and labeled | | | | |
| **Proposed Construction Schedules (Schedule information provided at Semi-Final and Final Stage)** | | | | |
| Curbs | | | | |
| Soil Borings | | | | |
| Drainage Inlets | | | | |
| Junction Boxes | | | | |
| Manholes | | | | |
| Pipe | | | | |
| Flared End Section | | | | |
| Convert to Junction Box | | | | |
| Underdrain | | | | |
| Guardrail | | | | |
| Barrier | | | | |
| Utility Test Holes | | | | |
| Right-of-Way Monument | | | | |

# Plan Submission Checklist

| Construction Plans [Continued] | | | | |
|---|---|---|---|---|
| **Proposed Right-of –Way** | | | | |
| Parcel identifiers given to parcels with impacts (RW, PE, TCE) | | | | |
| Proposed RW widths shown | | | | |
| Fee acquisitions and easements patterned and labeled (RW, DA, PE, TCE) | | | | |

| Profile | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **General** | | | | |
| Scale Bars (Horizontal and Vertical) | | | | |
| **Existing Profile Grade Line (Mainline and side road)** | | | | |
| Baseline stationing given on horizontal axis | | | | |
| Elevations given on vertical axis | | | | |
| Road name labeled under horizontal axis | | | | |
| Existing profile grade line shown (thin, dashed line) | | | | |
| Existing grade given every 50’ to the left of station (vertical grid) | | | | |
| Existing drainage system shown (thin, dashed lines) | | | | |
| Soil profiles shown | | | | |
| Sample number | | | | |
| Sample station | | | | |
| Depth and soil classification shown | | | | |
| **Proposed Profile Grade Line (Mainline and side road)** | | | | |
| Proposed Profile Grade Line (heavy, solid line) | | | | |
| Proposed grade given every 50’ to the right of station (vertical grid) | | | | |
| PVC (Point of Vertical Curvature) station labeled on profile | | | | |
| PVI (Point of Vertical Intersection) station labeled on profile | | | | |
| PVT (Point of Vertical Tangency) station labeled on profile | | | | |
| Proposed drainage system shown (heavy, solid line and shaded). In areas where several complex drainage systems are being constructed in close proximity to utility lines a separate set of Storm Drain Profiles may be required or requested. | | | | |
| Drainage identifiers shown | | | | |
| **Vertical Curve Data** | | | | |
| Curve type (Symmetric Parabolic or Asymmetric Parabolic) | | | | |
| Direction (Sag or Crest) | | | | |
| L - Length of Vertical Curve | | | | |
| G1 – Ahead Tangent Grade | | | | |
| G2 – Back Tangent Grade | | | | |
| K - L/A | | | | |
| SSD – Stopping Sight Distance | | | | |

# Plan Submission Checklist

| Grades and Geometrics | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Grades** | | | | |
| Pavement cross slopes denoted by cross slope percentage and direction arrow given at break points (Break point denoted by + station on construction baseline) | | | | |
| Splined pavement grades around intersecting roadways should be given at 10’ intervals along the intersection curves. At preliminary phase, grade locations should be identified. | | | | |
| In transition areas from normal crown to full superelevation, pavement grades should be given every 25’ along pavement cross slope break lines, coincident with centerline stationing. | | | | |
| Grades should be given at the face of all curbs or at the edge of all gutter pans for curb and gutter at 50' intervals, except for superelevation transition sections. In superelevation transition section grades shall be given at 25' intervals. At preliminary phase, grade locations should be identified. | | | | |
| Label all vertical alignment high points (HP) and low points (LP) on the plan sheets. | | | | |
| Grades and offsets for roadside ditches should be given at 50’ intervals, coincident to centerline stationing where applicable. | | | | |
| **Geometrics** | | | | |
| Pavement widths given at all break points (Break point denoted by + station on construction baseline) or coordinates shown at all pavement width and sidewalk break points | | | | |
| Show radius of all intersection curves and island curves | | | | |
| **Geometry Layout Schedule** | | | | |
| Point Number | | | | |
| Baseline Station | | | | |
| Baseline Offset (+ right of baseline, - left of baseline) | | | | |
| North coordinate | | | | |
| East coordinate | | | | |

| Stormwater Management Plans (Stormwater Management Section to provide) | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| Project notes for erosion and sediment control and stormwater management | | | | |
| Proposed stormwater management facility locations and details. (Schematic form required at preliminary plan phase) | | | | |

# Plan Submission Checklist

| Construction Details | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **Details** | | | | |
| Details organized on sheet by placing a border around each item being detailed. | | | | |
| Title given at the center bottom, inside of the border box for item being detailed (Special Drainage Inlet, Butt Joint, Energy Dissipater, etc) | | | | |
| Sufficient views provided within the border to construct item (Plan, Elevation, Section A-A, Section B-B, etc) | | | | |
| Item view title labeled below each view (Plan, Elevation, Section A-A, etc) | | | | |
| Item view scale given below the item view title (1/16"=1', ½"=1', etc.) | | | | |
| Sufficient dimensioning provided to construct item | | | | |

| Bridge Details (Bridge Section to provide) | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| | | | | |

| Environmental Compliance Plan (from Environmental Section) | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Detailed Information** | | | | |
| Natural resource notes | | | | |
| Cultural resource notes | | | | |
| Legend | | | | |
| Table of Impact Areas (permanent and temporary) | | | | |

| Construction Phasing, MOT and Erosion Control | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Project Notes and Details – Construction Phasing, MOT and Erosion Control** | | | | |
| Notes and details that apply throughout each phase of the project, including Permanent Warning Signs | | | | |

# Plan Submission Checklist

| Construction Phasing, MOT and Erosion Control [Continued] | | | | |
|---|---|---|---|---|
| **Phase I – Construction Phasing, MOT and Erosion Control** | | | | |
| Phase I work areas shaded | | | | |
| Phase I traffic control devices and configurations shown | | | | |
| Phase I temporary work zone signing shown if different from case layout in Traffic Control Manual | | | | |
| Phase I temporary striping shown | | | | |
| Phase I Construction Sequence by major work items | | | | |
| Phase I special details (on separate sheet if necessary) | | | | |
| Phase I Traffic Control notes | | | | |
| Phase I Erosion Control notes | | | | |
| Phase I Erosion Control schedule shown | | | | |
| Phase I Typical Section (if necessary) | | | | |
| **Phase II, III, etc. – Construction Phasing, MOT and Erosion Control** | | | | |
| See Phase I listing | | | | |

| Detour Plans (from Traffic Section) | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |

| Landscaping Plans | Survey | Prelim | Semi | Final |
|---|---|---|---|---|
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Project Landscape Notes and Details** | | | | |
| Landscaping notes | | | | |
| Planting details | | | | |
| Reforestation Requirements / Reforestation Calcs | | | | |
| **Landscaping Plan** | | | | |
| Landscaping symbols and identifiers shown | | | | |
| Landscaping legend shown | | | | |
| Landscaping schedule shown | | | | |
| Symbol | | | | |
| Quantity | | | | |
| Botanical Name | | | | |
| Certified Landscape Architect stamp/seal | | | | |

# Plan Submission Checklist

| Lighting Plans | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Lighting Plan** | | | | |
| Lighting symbols and identifiers shown | | | | |
| Lighting standard schedule shown | | | | |
| Lighting service schedule shown | | | | |
| Lighting notes shown | | | | |
| Special lighting details shown | | | | |

| Utility Relocation Plans | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Utility Relocation Plan** | | | | |
| Location of proposed utility | | | | |
| Legend for proposed utility | | | | |

| Signing, Striping and Conduit Plans | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Signing, Striping and Conduit Plans** | | | | |
| Pavement markings legend shown | | | | |
| Markings identifiers shown | | | | |
| Signing legend shown | | | | |
| Sign cells shown with appropriate legend number | | | | |
| ITS conduit run identifiers shown | | | | |
| ITS conduit legend shown | | | | |

# Plan Submission Checklist

| Traffic Signal Plans - A Signal Plan Is Required for Each Phase of Construction That Effects Any Part of the Signal Infrastructure (from Traffic Section) | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| **General** | | | | |
| Scale Bar | | | | |
| North Arrow | | | | |
| **Signal Plan** | | | | |
| Conduit run schedule shown | | | | |
| Conduit run identifiers shown | | | | |
| Signal notes shown | | | | |
| Signal pole, cabinet boxes, junction well, etc locations shown | | | | |

| Quantity Summary (Prepared through VAX) | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| | | | | |

| Cross Sections (Not part of Advertised Construction Plans) | | | | |
|---|---|---|---|---|
| | **Survey** | **Prelim** | **Semi** | **Final** |
| Cross sections are created and stationed from bottom of page to top. | | | | |
| Existing and proposed right-of-way lines and easements. | | | | |
| Existing and proposed grades along bottom axis. | | | | |
| Proposed pavement cross slopes and sideslope ratios (Ex 4:1, 3:1, etc.) | | | | |
| Limit of construction. | | | | |
| Top surface and bottom of excavation limits displayed. | | | | |
| Proposed drainage features such as pipes and key drainage inlets. | | | | |
| Underground utility locations (Overhead locations if necessary). | | | | |
| Location of proposed retaining walls or support structures. | | | | |